

**U.S. Embassy Kabul
Human Resources Office**

VACANCY ANNOUNCEMENT: TRANSLATOR (FSN-07)

Announcement Number: 12-153

OPEN TO: All Interested Candidates

POSITION: Translator/Interpreter (FSN-07)

OPENING DATE: November 14, 2012

CLOSING DATE: November 27, 2012

WORK HOURS: Full-time, 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kabul is seeking an individual for the position of Translator/Interpreter with the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION:

The incumbent is responsible for providing written translations from Dari / Pashto into English and from English into Dari/Pashto of broadcast and print media reports, statements, articles, electronic journal articles, speeches and other U.S government materials. Provides editing of translated Dari and Pashto texts. Works closely with the Information Specialist to review daily media outputs and products such as daily media summaries. Routinely demonstrates mastery of complex terminology in order to communicate both meaning and tone correctly. As needed, translates correspondence covering other Public Affairs Section functions, including information, library, cultural, educational/exchanges and administrative.

Duties also include supporting the range of mission media events by providing oral translation from English to Dari/Pashto or from Dari/Pashto to English. Media events supported include but are not limited to press conferences, interviews, roundtable discussions and digital videoconferences. Prepares transcripts of such events in English, Dari or Pashto as needed. As directed, attends Public Affairs related meetings, appointments and other events to provide interpretation and other duties as assigned.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of secondary (High) school is required.

Experience: Two years experience in providing written and simultaneous translation services from Pashto/ Dari into English and vice versa with International Organizations, NGOs, western Embassies or Afghan government offices is required.

Language: Level V (professional translator ability) speaking/reading in Pashto and English; level IV (fluent) in Dari language is required.

Knowledge: In-depth knowledge of political, economic, cultural and technical issues in Afghanistan.

Knowledge of key institutions, especially media related, operating in the local environment; Professional

knowledge of written and simultaneous translation; thorough knowledge of U.S. society and its institutions, as well as the issues and concerns that affect U.S.-Afghan bilateral relations is preferred.

Abilities and Skills: Superior English, Pashto, and Dari written and speaking skills; ability to provide translations that convey both the nuanced meaning and tone of sensitive materials; ability to employ proper idiomatic phrasing, syntactical structure, and use of words accurately reflecting the wording and meaning of original materials; strong interpersonal and cross cultural skills to enable communication and teamwork; ability to type and use computers and email and operate the range of audiovisual equipments, including simultaneous translation equipment.

SELECTION PROCESS:

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Employees serving a probationary period are not eligible to apply.
3. In-house interested candidates of this position should submit their applications through their American or Foreign Service National (FSN) supervisor. Internal candidates must meet minimum time-in-grade requirements for the position grade.
4. Current Ordinarily Resident (OR) employees with an Overall Summary rating of needs improvements or unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently Employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed Not Ordinarily Resident (NORs) hired under a Personal Service Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their work schedule.

HOW TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Application for Employment as a Locally Employed (LE) Staff (DS-174). Candidates may also send a current resumé or curriculum vitae in addition to the Form DS-174, but in all cases, the DS-174 must be submitted in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Embassy website <http://kabul.usembassy.gov>
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

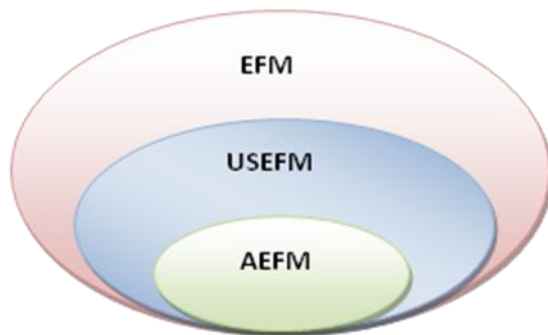
SUBMIT APPLICATION TO:

CLOSING DATE FOR THIS POSITION: (November 27, 2012)

The U.S. Mission in Kabul provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A
DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S. Citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

DISTRIBUTION: All Section Heads, FSN Bulletin Board, UN Agencies, International NGOs

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